

**Department of Administrative Services  
Procurement Division – Prequalification Unit  
Job Title: License & Applications Analyst**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current License & Applications Analyst examination list or those who hold permanent status in the class.  
**Location:** 165 Capitol Avenue, Hartford, CT 06106  
**Job Posting No.:** 112082  
**Hours:** 40 hours per week – 1st shift  
**Salary:** \$58,640 - \$74,289 (AR20) (Employees new to State service start at the base of the range)  
**Closing Date:** October 9, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the License & Applications Analyst exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

**Examples of Duties:** Assists in administration of licensure, certification and/or permitting functions; reviews, evaluates and analyzes factors and incidents impacting on regulatory responsibility including applications for licensure, certification and proper permit authority for compliance to relevant agency statutes, regulations, policies, procedures and practices; processes initial and renewal applications; responds to mail, telephone and personal inquiries from consumers, governmental agencies, interested parties requesting information concerning entities regulated by department; explains regulatory laws and agency regulations to applicants, licensees and consumers; conducts research, collects data and analyzes information relating to application review process; provides technical assistance to clerical staff; authorizes issuance of licenses, permits and/or certifications; may participate in public hearings concerning issuance, revocation or amendment of certificates, licenses or permits; may review documents and related materials for criminal convictions and bankruptcy files; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of relevant licensure, certification or permit functions of regulated entities; knowledge of relevant regulated industry operations, practices and procedures; basic knowledge of statistics; interpersonal skills; oral and written communication skills; ability to understand, interpret and apply laws, regulations and other written materials pertaining to entities regulated by department; ability to research, analyze and evaluate data and prepare comprehensive written reports; ability to utilize computer software.

**Experience:** Five (5) years of experience performing technical or complex clerical duties involving the review or processing of licenses, certifications or permits for a governmental regulatory agency or in a regulated industry.

**Note:** For State Employees, this is interpreted at the level of Office Assistant.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

**Preferred Skills & Abilities:**

1. Experience providing customer service to internal and external customers.
2. Ability to understand and interpret statutes and regulations and apply requirements to business needs.
3. Experience reviewing and processing confidential applications.
4. Ability to solve problems, with experience making judgment calls and independent decisions.
5. Demonstrated interpersonal, oral, and written communication skills.
6. Experience using Microsoft Office Suite programs.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, résumé, Application for Employment ([http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), exam letter with score, and two professional reference letters (State Employees: attendance calendar and last two service ratings) to:

**Department of Administrative Services  
165 Capitol Avenue  
Hartford, CT 06106  
Attn: Ms. Morgan Roane  
Fax: 860-730-8278 or Email: [morgan.roane@ct.gov](mailto:morgan.roane@ct.gov)  
Subject line MUST include: Your Last Name and 112082**

**Late or incomplete applications will not be considered.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.